

**U S Army Contracting Agency
Northern Region
Small Business Program Plan
FYs 05 thru 07**

A. GOAL - OUTREACH, TRAINING, AND TARGET AREAS

OBJECTIVE 1 - CONDUCT OUTREACH

- a. Conduct small business counseling.
- b. Conduct/participate in 1 or more outreach event(s).
- c. Conduct two capability briefings.
- d. Participate in regular local business development events.

OBJECTIVE 2 - CONDUCT TRAINING AND AWARENESS

- a. Ensure small business program included in credit card training.
- b. Orient/update current and new Center/DOC employees on program.
- c. Establish websites and links to existing resources.

OBJECTIVE 3 - ASSIST IN PLANNING ACQUISITION STRATEGY AND CONDUCT PROACTIVE MARKET RESEARCH

- a. Assist contracting offices and buyers with conduct and evaluation of market research.
- b. Participate in planning and status meetings.

OBJECTIVE 4 - STRENGTHEN SB PROGRAM

- a. Encourage positive relationship with SBA/PCR.
- b. Communicate with Northern Region SB Council.
- c. Establish/strengthen relationships with local business development offices and Chambers of Commerce.
- d. Emphasize program areas as determined necessary based on analysis and target attainment.

B. GOAL - ENSURE SUBCONTRACT PROPOSALS/PLANS ARE APPROPRIATELY EVALUATED AND NEGOTIATED, AND PLANS EFFECTIVELY ADMINISTERED

OBJECTIVE 5 - ASSIST CONTRACTING OFFICER IN REVIEW OF SUBCONTRACTING PROPOSALS AND PLANS

- a. Assist in strategy planning to address total small business participation.
- b. Participate in market research to assist contracting officer to determine realistic subcontract goals.

- c. Ensure plans meet requirements in FAR 19.704(a).
- d. Review plans IAW FAR 19.705-4.
- e. Question any subcontracting proposal/plan that does not contain challenging goals.
- f. Assist in plan negotiations.
- g. Ensure plans with small disadvantaged business goals of less than five percent are approved two levels above the contracting officer.

OBJECTIVE 6 - ASSIST AND SUPPORT ADMINISTRATIVE CONTRACTING OFFICERS (SEE 219.706(A)(II)) IN EVALUATING, MONITORING, REVIEWING, AND DOCUMENTING CONTRACT PERFORMANCE TO DETERMINE COMPLIANCE WITH SUBCONTRACTING PLANS

- a. Ensure prime contractor generates DD Forms 294/295.
- b. Ensure copies of DD Forms 294/295 are provided to DA and Northern Region AD.
- c. Evaluate contract performance and propose corrective actions with prime contractor.
- d. Consider contract performance in award fee determinations.
- e. Consider contract performance in exercising of options.

OBJECTIVE 7 - COORDINATE SUBCONTRACT ACTIONS WITH SBA PCR (FAR 29.707)

- a. Review of solicitation by PCR (FAR 19.705-3).
- b. Notify SBA PCR of opportunity to review proposed contract (FAR 19.705-5).
- c. Notify SBA PCR of award (FAR 19.705-6(a)).

C. GOAL - ENSURE DATA PROJECTIONS, MEASUREMENT, AND ANALYSIS ARE TIMELY, ACCURATE, AND COMPLETE

OBJECTIVE 8 - Projections and analysis

Review historical data, review AAAF data, obtain requiring activity projected requirements, verify and list requirements not susceptible for SB, prepare narrative to support projections, obtain commanders' approval.

OBJECTIVE 9- MID-YEAR EVALUATION

- a. Review performance of program plan and program metrics for first six-months.
- b. Analyze performance to include expectation of FY performance, to include proposed action(s) to ensure success.

- c. Brief DOC, Center AD, and Region AD as appropriate on status and proposed action(s).

OBJECTIVE 10 - END-OF-YEAR EVALUATION

- a. Review FY performance of program plan and program metrics.
- b. Analyze performance.
- c. As necessary, include proposed actions to ensure success in next FY.
- d. Brief DOC, Center AD, and Region AD as appropriate on status and proposed action(s).

D. ACA NORTHERN REGION HQ GOAL - ENSURE ACA NORTHERN REGION ADMINISTRATIVE AND POLICY OBJECTIVES ARE MET

OBJECTIVE 11 - ASSOCIATE DIRECTOR AND SMALL BUSINESS SPECIALIST APPOINTMENTS

OBJECTIVE 12 - ARMY SMALL BUSINESS COUNCIL

OBJECTIVE 13 - DOD SMALL BUSINESS COUNCILS

OBJECTIVE 14 - AWARDS AND RECOGNITION

OBJECTIVE 15 - TARGETS ASSIGNMENT

OBJECTIVE 16 - DOD DIRECTIVE 4205.1 COMPLIANCE